

Headquarters U.S. Air Force

**I n t e g r i t y - S e r v i c e - E x c e l l e n
c e**

International Armaments Cooperation Action Officer Training Program



U.S. AIR FORCE

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Training **Overview**

- **Focuses on job proficiency training for “newcomers” or “incumbents”**
- **Increases organizational efficiency and effectiveness**
- **Grouped into logical phases**
 - Level I - Entry-level**
 - Level II - Journeyman**
 - Level III - Advanced**
 - Office/Administrative Requirements**
 - Recurring Annual**
 - Specialty Courses**
 - Personal Development**
- **Consists of Internal/External/Distance Learning Training**

Integrity - Service - Excellence



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LEVEL I

- Organization & Structure
- IAPQ Web-based Training Module
- IAPD AO Disclosure Orientation
- DISAM Online Course
- IAC Online, Part 1 (DAU)
- IAC Online, Part 2 (DAU)
- IAC Online, Part 3 (DAU)\
- IEP Online (DAU)
- IA Data Base (IADB) Training
- Country Desk Officer Orientation 1

- SSOI Development
- MOU/PA Development
- PMT 202 (MPMC) (DAU)
- PMT 203 (ISTT/CC) (DAU)

On The Job (OJT) Training)

- Six Months Experience
- Staffed Two Agreements
- Participated in One ICAT
- Level 1 Certified by Management



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LEVEL II

- **ACQ 101**
- **International Agreement (IA) Generator**
- **Principles of Negotiation**
- **Data/Information Exchange Annex's (DEA/IEA's)**
- **Loan Agreements**
- **Country Desk Officer Orientation 2**
- **PMT 304 Course (AIMW) (DAU)**

On The Job (OJT) Training

- **One Year Experience**
- **Developed Two Agreements**
- **Participated in One Negotiation**
- **Level 2 Certified by Management**



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LEVEL III

- **DISAM-CO Course**
- **Intermediate Leadership Skills Course**
- **Team Leadership Workshops**
- **Advanced Negotiations Training**

On The Job (OJT) Training

- **Three Years Experience**
- **Led Face-to-Face Negotiations**
- **Experience in PA's/MOU's/DEA's/Loans**
- **Level 3 Certified by Management**



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Office/Administrative Requirements

- **Office Policy Procedures**
- **FAST Orientation**
- **SAF/IA Orientation**
- **HQ USAF Orientation**
- **IAPQ Security Orientation**
- **E-Staffing Orientation**
- **Prevention of Sexual Harassment (POSH) Training**
- **AF Diversity & EO Policy Training**
- **CASMIS**
- **HAF DoD Homosexual Policy Training**



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Recurring Annual

- CBRN Awareness Training**
- DoD Anti-Terrorism Training, Level 1**
- Financial Disclosure Reporting (06/GS-15)**
- Information Assurance Training**
- Law of Armed Conflict (Military)**



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Specialty Courses

- **PEM/AO Orientation Course**
- **Civilian Personnel Management Course**
- **Military Personnel Management Course**
- **Resource Management**
- **ABIDES 101 Course**
- **IDECS Course**
- **President's Budget Training Course**
- **Commander's Resource Integration System (CRIS)**



Personal Development

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- USAF Writing Course
- IDEA Atlantic Conference (DAU)
- IDEA Pacific Conference (DAU)
- ACQ 201
- ACSC
- AWC



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Additional Information

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